

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-412-07-63</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6/18/07</i>	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked Adisposition not approved or Awithdrawn in column 10.	
2. MAJOR SUBDIVISION Safety			
3. MINOR SUBDIVISION Agency-wide			
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5. TELEPHONE 202-566-1643	DATE <i>3/6/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrian Thomas</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>6/15/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis <i>John B. Ellis</i>	TITLE Agency Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

1.	EPA 578 Safety Standards Files	NC1-412-85-8/5 <i>NC-412-75-2/v1/1*</i>
2.	EPA 581 Property Safety Inspections	NC1-412-85-8/8 <i>NC-412-75-1/v1/4*</i>
3.	EPA 582 Protective and Preventive Measures Reports Files	NC1-412-85-8/9
4.	EPA 584 Industrial Hygiene Files	NC1-412-85-8/12

**Corrections authorized by Sandy Spade per e-mail of 12/19/08 -fw 12/22/08*

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the [Records Help Desk](#).

EPA Records Schedule 578

Status: Development, 06/30/2007

Title: Safety Standards Files

Program: Safety

Applicability: Agency-wide

Function: 401-119-03 - Provide Safety, Health, and Environmental Services

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

Description:

Contains documents created in the development of safety standards and practices in development and production operations; and the safe location design, layout, equipment, and construction of facilities and other areas requiring safety standards. The files include recommendations, coordination actions, studies, and other actions taken to establish standards.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records when superseded or canceled.
- Destroy immediately after file closure.

Guidance:

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention has not changed.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/23/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

Previous NARA Disposal Authority:

NC-412-75-2/VI/1, NC1-412-85-8/5

Entry: 08/10/1993

EPA Approval: Pending

NARA Approval: Pending

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the [Records Help Desk](#).

EPA Records Schedule 581

Status: Development, 06/30/2007

Title: Property Safety Inspections

Program: Safety

Applicability: Agency-wide

Function: 401-119-03 - Provide Safety, Health, and Environmental Services

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

Description:

Contains safety inspection records for all EPA real and personal property.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records when related property is disposed of by EPA.
- Destroy immediately after file closure.

Guidance:

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention has not changed.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/23/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

Previous NARA Disposal Authority:

NC-412-75-2/VI/4, NC1-412-85-8/8

Entry: 08/11/1993

EPA Approval: Pending

NARA Approval: Pending

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 582

Status: Development, 06/30/2007

Title: Protective and Preventive Measures Reports Files

Program: Safety

Applicability: Agency-wide

Function: 401-119-03 - Provide Safety, Health, and Environmental Services

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

Description:

Contains reports of surveys and inspections of government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records at end of year.
- Destroy 5 years after file closure.

Guidance:

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The file closure instructions have changed from when no longer needed to end of year. The 5-year retention after file closure has not changed.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/23/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

Previous NARA Disposal Authority:

NC-412-75-2/VI/5, NC1-412-85-8/9

Entry: 08/11/1993

EPA Approval: Pending

NARA Approval: Pending

This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 584

Status: Draft, 12/31/2008

Title: Industrial Hygiene Files

Program: Safety

Applicability: Agency-wide

Function: 401-119-03 - Provide Safety, Health, and Environmental Services

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-63/4

Description:

Contains standards and practices documents created in the development of industrial hygiene standards and practices to protect health and safety of workers, including developmental and production operations; the location design, layout, equipment, and construction of facilities and other areas requiring industrial hygiene standards. Includes recommendations, coordination actions, studies and other actions taken to establish standards. Also includes employee exposure reports, asbestos and medical monitoring and surveillance records.

Disposition Instructions:

Item a: Standards and practices documents and routine medical monitoring records

- **Disposable**
- Close inactive records when material is superseded.
- Destroy 5 years after file closure.

Item b: Employee exposure records

- **Disposable**
- Close inactive records when report is completed.
- Destroy 75 years after file closure.

Item c: Asbestos monitoring records

- **Disposable**
- Close inactive records when report is completed.
- Destroy 75 years after file closure.

Guidance:

See EPA 499 for records related to employee occupational exposure to ionizing radiation maintained by the Radiation and Indoor Environments National Laboratory (RIENL).

Reasons for Disposition:

The following changes were made in the 12/31/2008 version:

- Revised retention of items b and c from 30 years to 75 years to be consistent with other records monitoring long-term health effects of employees.
- Added cross reference.

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention has not changed.

Item d for electronic copies created with word processing and electronic mail applications deleted 08/23/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 499

Previous NARA Disposal Authority:

NC1-412-85-8/12

Entry: 08/11/1993

EPA Approval: 06/15/2007

NARA Approval: Pending